



FREMONT PLANNING BOARD
February 24, 2010
Meeting Minutes
Approved March 3, 2010

Present: Chairman Roger Barham, Co-Chair and CC Rep. John (Jack) Karcz, Selectman Brett Hunter, Members John (Jack) Downing, Alternate/Building Official Thom Roy RPC Circuit Rider Brian Groth, and Land Use AA/Recording Secretary Meredith Bolduc.

Mr. Barham opened the meeting at 7:05 pm.

MINUTES

Mr. Karcz made the motion to approve the minutes of the February 17, 2010 meeting as written. Motion seconded by Mr. J. Downing with unanimous favorable vote.

OPEN SPACE PLAN

Mr. Barham reported that the Board is still waiting for Ms. LaBranche to send the final draft of the Open Space Plan report to the Board for their review.

**COMMUNITY TECHNICAL ASSISTANCE PROGRAM (CTAP) BUILDOUT
ROCKINGHAM PLANNING COMMISSION**

There was a discussion relative to the numbers of the total new units at build-out that were presented in the analysis Rob Pruyne presented last week. The analysis showed the total new units at build-out to be 730 (699 of those are residential). There was also a conversation relative to the difference between the Base Scenario and the Community Scenario of the analysis. Mrs. Bolduc said that she called Mr. Pruyne to verify the number. Mr. Karcz said that he understood the total units at build-out to be 699, 32 of those would be commercial. He said he spoke with Mr. Pruyne this week about his concern. It was agreed that new residential units should not be shown in the commercial zone. Mr. Roy said that he spoke with Mr. Pruyne who has agreed to validate his numbers and if his numbers differ from the 699 number, he will document the criteria and explain the reason for the difference in the report. He will do this any place there is a discrepancy. He will also document his interpretation of the Fremont Zoning that drives the model analysis, so he can put his results into context. As per the February 17, 2010 meeting, Mr. Pruyne will insert the indicators at the end of the report, add the summary table and submit the final report to the Board inclusive of all maps and inclusions.

Member Derek Downing joined the meeting at 7:25 pm.

WATER RESOURCE MANAGEMENT PLAN – NRI Section of the Master Plan

The Board has received not the draft. Mrs. Bolduc reported that she spoke with Glenn Greenwood at RPC about the final draft of the Water Resource Management Plan draft that was supposed to be

submitted for this meeting. Mr. Greenwood apologized that it is not ready and assured her that it will be submitted next week.

BLACK ROCKS VILLAGE

Map 3 Lot 015-1

Mr. Roy reported that the Fire Chief Richard Butler has informed Joshua Manning of Black Rocks Village that sprinklers were required per the approved plan and he is not willing to trade off for a fire pond.

PLANNING BOARD GOALS FOR 2010

The Board discussed goals for 2010. It was noted that the CTAP Roadmap Committee recently identified several projects for the coming year. As a result of the recommendations the Board has submitted applications to CTAP to: 1) update goals of Future Land Use section of MP to reflect new commercial area; 2) Conduct audit of Master Plan; and 3) to draft a "Dark Skies Ordinance" to be incorporated in the Zoning Ordinance or incorporated in the Subdivision and Site Plan Review Regulations. We are awaiting verification of approval of the applications.

It was noted that through the 2010 Targeted Block Grant (TBG) the Board had contracted with RPC to update the Public Utilities Chapter of the Master Plan, inclusive of GIS mapping.

CIP

There was a conversation relative to moving forward with the Capital Improvement Program. Mr. Roy said there should be a new document every August for the Budget Committee to use as a tool for their budgeting process. Mrs. Bolduc said that the departments were sent a worksheet and only the School has responded. She will re-issue the CIP worksheet to all departments. The process for the CIP was discussed and NH RSA 674:4, 5 & 6 was consulted. Mrs. Bolduc reminded the Members that the Board has contracted with Rockingham Planning Commission, funded through the 2010 Targeted Block Grant, for assistance in defining an annual update process for the Capital Improvements Program (CIP). She agreed to talk to Mr. Groth about expediting the project.

REGULATIONS AMENDMENTS

The Board reviewed and discussed Site Plan Review, Excavation and Subdivision Regulation amendments as previously submitted by Town Engineer Dan Tatem of Stantec. The Members agreed to ask Mr. Tatem to provide individual price quotes for him to draft sections for the Site Plan Review Regulations to include:

1. Expand the parking lot design criteria to include adequate gravel cross-sections for commercial uses, wider isle widths and vegetated islands to break up large parking spaces, and encourage the design of smaller separate lots, in lieu of one large paved area.
2. Add a new section requiring site plan compliance monitoring of private site plans, both commercial and residential. This requirement would encompass the guidelines and completion criteria which would coincide with the issuance of both building and occupancy permits. This section would facilitate the establishment, reduction and release recommendations of site plans surety. Additionally, requirements would be included governing potential design change review and recommendations to the Board during construction.

3. The addition of criteria for street trees along the frontage of Town roads, landscaping islands and treatments around the proposed buildings, within parking areas and at project entrances to include fencing, trees, shrubs, etc.
4. Update the drainage criteria to the same standards of the Subdivision Regulations; or a reference should be made, directing the applicant/designer to meet the requirements of those regulations.

The Board agreed to form a Site Plan Review Regulation Sub-committee to review the regulations and come up with a set of regs that would be less cumbersome for applicants who are seeking a permit for a minor commercial operation. The resulting amendments would be presented to the Board for review and possible acceptance. It was agreed that, in addition to Planning Board Members, Mrs. Bolduc will find out if this is something our Circuit Rider Brian Groth can participate in. She will also contact Surveyor Kevin Hatch to find out if he would like to be included on a volunteer basis. The first meeting was scheduled for 10:30 am – 11:30 am Monday March 8, 2010.

There was a conversation relative to;

- Whether a Site Plan Review permit should be transferable. It was noted that this could be included as a condition of approval case-by-case.
- Retaining wall criteria; it was agreed to add to the list of amendments that if there is a retention wall the applicant would provide a plan that would be approved by the Town Engineer.
- Designation of where and how far above the water table stumps are to be buried and whether to require test holes to be dug to determine seasonal high water table. The Board agreed to ask Mr. Groth to research this and find out what other Towns require.
- Incorporate regulation guidelines for small wind energy systems in the Site Plan Review Regulations.

The Board agreed to ask Mr. Tatem to provide a price quote for him to draft sections for the Subdivision Regulations for the following:

1. Add the requirement that the developer and the Town enter into a Development Agreement that would clearly define the responsibilities of both parties during and through the construction of an approved subdivision plan such as:
 - Require pre-construction meetings
 - Escrow and surety
 - Surety reductions
 - Easement and deed recordings and procedures to grants such deed to the Town
 - Key construction monitoring points
 - Requirements to be completed prior to the issuance of building permits.
 - Requirements to be completed prior to the issuance of occupancy permits.
2. In the construction observation and project acceptance section; include items such as, but not limited to: erosion control monitoring, punch list requirements, engineering recommendation prior to the issuance of building permits and occupancy certificates. This section should also clearly discuss the developer's responsibility to maintain an escrow account and a time frame for payment of invoices.

The Board agreed to ask Mr. Tatem to provide a price quote for him to draft sections for the Subdivision Regulations for:

1. Update the existing drainage criteria to reference the new NHDES Alteration of Terrain Program's criteria. Reference or require the use of applicable "Low Impact Development" designs.
2. Add construction details, specific to Fremont such as utility and drainage trenches, temporary turn-arounds for phased projects, catch basin frames and grated, underdrain materials, etc.
3. Add criteria for possible street trees, cul-de-sac landscaping and landscaping treatment for project entrances to include subdivision signs, fencing, trees, shrubs, etc.
4. Add lighting requirements, specifically at road intersections.

The Members agreed to add the following statement to the list of amendments to the Subdivision Regulation:

Whether or not otherwise expressly recited on this subdivision plan, the subdivision approval granted is conditioned on faithful and diligent adherence by the owner/subdivider/developer of all terms, conditions, provisions, and specifications of the Town of Fremont Land Subdivision Regulations, as amended or as may later be amended, in effect on the date of approval unless or except insofar as expressly waived in any particular case. Any variation from the approved plan will require a resubmission from subdivision approval.

ZONING ORDINANCE AMENDMENTS FOR 2011

The Board discussed reviewing restrictions to the In-law Apartments Zoning Ordinance IV-A. It was agreed to further discuss this at a subsequent meeting. The Members also discussed a possible adult entertainment ordinance and a nuisance ordinance. It was agreed to ask Mr. Groth if there are models of these ordinances that the Board could review.

BUDGET

The Board received the February 11, 2010 expenditure report.

INCOMING CORRESPONDENCES

Received: A copy of a February 23, 2010 correspondence from Town Administrator Heidi Carlson to Mike Weymouth relative to the status of invoices from The Louis Berger Group, Inc. for services rendered in the summer and fall of 2009 for the Copp Drive Extension project.

ACTION ITEMS

From the February 17, 2010 meeting:

Mr. Groth will see if he can find a local example Transfer of Density for the Board to review.

Mr. Karcz made the motion to adjourn at 9:10 pm.

Motion seconded by Mr. Hunter with unanimous favorable vote.

Respectfully submitted,

Meredith Bolduc, Land Use AA/Recording Secretary

PROJECTS PENDING WITH RPC

- CTAP DOT Build-out- funded with CTAP Phase I Funds = **\$10,000**; original completion date of October 28, 2009; moved to end of 2009 – near completion to date.
- Housing Chapter of the Master Plan - funded with CTAP Phase I Discretionary Funds = **\$5,000**; original completion date of December 2008, moved to September 23, 2009; then November 18, 2009; then December 31, 2009. Still pending.
- Inclusionary Housing Zoning Ordinance – funded with CTAP Phase I Discretionary Funds = **\$5,000**; original completion date of May 19, 2009; moved to November 4, 2009. Complete.
- Open Space Plan - funded with CTAP Funds = **\$10,000**; original completion date of May 19, 2009; moved to a tentative completion date of September 16, 2009; final presentation February 24, 2010.
- CTAP Road Map = January 13, 2010- Complete.
- Water Resource portion of the NRI Chapter of the Master Plan – funded with the Targeted Block Grant (TGB) and the Towns share (**\$2,000**) has been paid; original completion date of June 30, 2009; final draft August 5, 2009 – moved to August 31, 2009; then to November 4, 2009, then to end of 2009. Still pending.
- Dark Skies Ordinance - Funded with CTAP Phase II funds = **\$1,750**; completion date of May 31, 2010.
- Future Land Use MP Chapter Update- Funded with CTAP Phase II funds = **\$2,000**; completion date of May 31, 2010.
- Master Plan Audit - Funded with CTAP Phase II funds = **\$3,500**; completion date of May 31, 2010.
- Public Utilities Chapter of the MP update – Funded with the 2010 Targeted Block Grant; (TGB) completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009.
- GIS Maps for Public Utilities Chapter of the MP - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009.
- CIP Annual Process - Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009.
- Provide one (1) final paper copy and one (1) electronic version of the updated MP. Provide one (1) final copy of all elements of the CIP annual update process- Funded with the 2010 Targeted Block Grant (TGB); completion date of June 30, 2010. Paid Towns share of **\$1,000** in December 2009.

Updated project timeline table below.

2009 – 2010 Rockingham Planning Projects – CTAP and Non-CTAP

CTAP Phase I

Projects	Status	2008 Dec	2009 19 May	2009 28 Oct	2009 04 Nov	2010 13 Jan	2010 17 Feb	2010 24 Feb	2010
CTAP Phase I									
Build Out	Pending			Original Completion date			Final Presentation		
Housing MP	Pending	Projected Completion date							
Inclusionary Ordinance	Complete				Complete				
Open Space Plan	Pending		Original completion date					Final Presentation	
CTAP Road Map	Complete					Complete			

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CTAP Phase II

Projects CTAP Phase II	Status	2010 May 31
Dark Skies Ordinance	Pending	Projected Completion date
Future Land Use MP Chapter	Pending	Projected Completion date
Master Plan Audit	Pending	Projected Completion date

NON-CTAP

Projects Non-CTAP	Status	2009 30 June	2010 30 June
WRMPP (2009 TBG)	Pending	Original Completion date	
Public Utilities - MP (2010 TBG)	Pending		Completion Date
GIS Maps for Public Utilities – MP (2010 TBG)	Pending		Completion Date
CIP Process Submittal Materials	Pending		Completion Date
1 final copy of updated MP, CIP elements	Pending		Completion Date